

AREA AGENCY ON AGING OF WESTERN MICHIGAN

BOARD OF DIRECTORS

MINUTES

September 27, 2021

Area Agency on Aging of Western Michigan Office  
3215 Eaglecrest Drive NE, Grand Rapids MI 49525 and Zoom

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UNIT OF GOVERNMENT	MEMBERS PRESENT	MEMBERS ABSENT
ALLEGAN COUNTY	Stuart Peet - Zoom	Rick Cain
GRAND RAPIDS, CITY	Milinda Ysasi - Zoom Jane DeVries - Zoom	
IONIA COUNTY	Dennis Sitzer - Zoom David Hodges - Zoom	
KENT COUNTY	Nancy Nielsen	Carol Hennessy
LAKE COUNTY	Marilyn Burns	Betty Dermeyer
MASON COUNTY	Ron Bacon - Zoom Kim Halladay - Zoom	
MECOSTA COUNTY	Sharon Bongard - Zoom Bill Routley	
MONTCALM COUNTY	Michael Beach - Zoom	Linda Weger
NEWAYGO COUNTY	Cindy LaBelle	Kenneth DeLaat
OSCEOLA COUNTY	Richard Karns - Zoom	Tim Michell

**Staff Present (Zoom):** Suzanne Filby-Clark, Staci Gerken, Kendrick Heinlein, Bridget McGovern, Jackie O'Connor and Dan Travis.

**Guests:** Robert Sundholm – AAAWM Advisory Council Chairperson

## **I. Roll Call and Agenda Approval**

Chair Bill Routley called the meeting to order at 1:37 pm. Quorum was present.

Richard Karns moved and Ron Bacon seconded the motion to approve the agenda.

## **II. Minutes of the July 26, 2021 Meeting**

Stuart Peet moved and Ron Bacon seconded the motion to approve the July 26, 2021 minutes. Motion carried.

## **III. Reports**

### **A. Advisory Council (AC) Report**

Bob Sundholm, Advisory Council Chair, gave a report of the September 13, 2021 Advisory Council meeting. Sheri Harris was introduced as the new Advocacy Coordinator. Representative Mary Whiteford joined the meeting to talk about the FY 2022 State budget, and other issues that are on her platform. Discussion ensued to encourage the legislators to release the American Rescue Plan Act (ARPA) funds. Harold Mast was to discuss it at the next Michigan Senior Advocacy Committee (MSAC) meeting later in the week. Kendrick Heinlein presented a report on the new Ecolane software being used in Kent County by the Older Americans Act (OAA) and Millage funded transportation Service Partners.

### **B. Financial Report**

Dan Travis, Finance Director, reviewed the August Financials.

Report 5 – Summary Expense Report – Administration or operating expenses is slightly below target at 89.82%. All Service Partners are at 80.13%, primarily representing the Purchase of Service Partners expenses. OAA Partners expenses are 73%.

The Senior Millage report shows expenses for 75% of the millage fiscal year is spending at 75%.

The FY 2022 Operating Budget will be presented at the October board meeting.

Bill Routley reported that the Executive Committee considered a 5% salary increase for all AAAWM staff if their performance was acceptable. Jackie explained that the new staff hired in the last quarter of the fiscal do not typically receive an increase until the following fiscal year start date of October 1. This will be discussed and voted on at October Board meeting.

### **C. FY 2022 AAAM Strategic Plan**

**Action Item:** Approval of the FY 2022 AAAM Strategic Plan

Suzanne Filby-Clark, Deputy Director discussed the process to review and create the FY 2022 Strategic Plan goals and priorities. The committee is made up of staff and two Board members. Suzanne reviewed and explained all the goals.

Richard Karns moved and Ron Bacon seconded the motion to approve the FY 2022 Strategic Plan. Motion carried.

### **D. Supportive and In-Home Services**

**Action Item: Approval of FY 2021 Older Americans Act (OAA) funding changes**

Kendrick Heinlein, Director of Contract Services, reviewed the last increase and redistribution of OAA funding from Aging and Adult services Agency (AASA). Based on the source of funding, certain dollars can only be spent on one or limited services. Most of these funds were allocated to those Service Partners who are currently overspent.

Nancy Nielsen moved and Ron Bacon seconded the motion to approve the FY 2021 OAA funding changes. Motion carried.

Kendrick gave a report on EcoLane, a new demand response scheduling and dispatch software that Kent County transportation Service Partners started to use in June of 2021.

The last report from Kendrick addressed the form Board Members should complete if they would like a copy of any program assessment conducted of an OAA Service Partner. The form can be completed and handed in at the meeting or emailed to Jackie or Kendrick.

### **E. Nutrition Services**

**Action Item: Approval of FY 2021 Older Americans Act (OAA) Nutrition Funding Changes**

Staci Gerken, Nutrition Contract Administrator, reviewed the last nutrition funding distribution for FY 2021. Nutrition Services Incentive Program (NSIP) is distributed by formula based on the number of meals each Nutrition Partner provided in the previous year.

Richard Karns moved and Ron Bacon seconded the motion to approve the FY 2021 changes in OAA nutrition funding. Motion carried.

## F. Executive Director's Report

Executive Director Jackie O'Connor encouraged all Board members to complete the self-evaluation and overall board evaluation. Completed evaluations can be mailed, emailed or faxed to Jackie.

Jackie also presented an update on current state and federal funding for services. The state budget is expected to be signed by the Governor before the end of September. The best scenario for the federal budget would be a continuing resolution of the FY 2021 funding.

## IV. Other

### A. Other

Bill Routley requested a vote to support the Kent County Senior Millage. Nancy Nielsen moved and Jane DeVries seconded the motion of support. Motion carried.

Bill updated the Board regarding the resignation of Wendy Impens, AAAM Office Manager. Board Member David Hodges expressed concerns and requested further investigation. AAAM Executive Committee concluded that the matter has been settled satisfactorily. Jane DeVries asked if anyone has contacted Wendy to address her concerns. Bill stated that he had contacted her.

### B. Aging and Adult Services Agency:

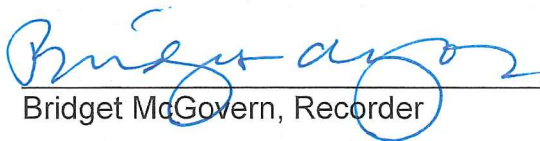
Laura McMurtry was not in attendance. No report was given.

### C. Public Comments

No public comments.

### D. Next Meeting Date:

Bill announced Board members scheduled to attend October 4, 2021 Advisory Council meeting are Linda Weger and Michael Beach. Next Board meeting will be October 25, 2021. Meeting adjourned at 2:37 p.m.

  
Bridget McGovern, Recorder

  
Carol Hennessy, Secretary